

The City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
Bob Kelly, Mayor Pro Tem
Burt Ballanfant, Councilmember
Brennan Reilly, Councilmember
Mardi Turner, Councilmember

STAFF

M. Chris Peifer, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

CITY COUNCIL MEETING MINUTES

The City Council of the City of West University Place, Texas, met in workshop and regular session on **Monday, June 27, 2016**, in the Municipal Building, 3800 University, West University Place, Texas beginning at **6:30 p.m.**

Agenda Items were as follows:

Call to Order. Mayor Sample called the meeting to order at 6:30 p.m. in the Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Kelly, Councilmembers Ballanfant and Turner, City Manager Peifer, City Secretary Gilliam, City Attorney Petrov, Public Works Director Beach, Finance Director Daugherty and Police Chief Walker. Councilmember Reilly was absent.

Also present was Robert Belt with Belt Harris Pechacek LLP.

Boy Scouts Andrew Debnam and Joshua Wilson with Troop 55 led the Pledge.

City Secretary Gilliam confirmed that the notice of this meeting was duly posted in accordance with the Texas Government Code, Chapter 551.

1. Public Comments

This was an opportunity for citizens to speak to Council relating to agenda and non-agenda items.

Carla Danbury, 4102 Judson, spoke regarding the alarm at the lift station on Academy and advocated for a silent, electronic alarm system that notifies Public Works when something is wrong instead of a blaring horn, which is the current notification system.

Robert Grossman, 4103 Ruskin spoke to request reimbursement of a fee he paid to the City to appeal the City's official position that it was okay to load and unload trucks and count inventory in the residential lots on Ruskin. He said the ZBA found that the citizens were correct, but oddly they have to pay a fee that is not refunded. He said he used the word "oddly" because AT&T's strongest argument with the issue was that they have been doing what they are doing for years and they have never received a citation. Mr. Grossman said he thinks it is shameful that the citizens had to pay a fee to the City to set the City straight and he thinks the City should refund the fee.

Dick Yehle, 6401 Rugters, spoke to say that he has a plan to save West U about \$64,000 by simply foregoing the proposed Municipal Facilities Building Assessment (survey). He said the main driver for the survey is to facilitate the Master Planning process, but he said there are at least four reasons that the survey offers little value for the rather large expenditure: (1) The City already understands the status of most its buildings by virtue of their regular use and routine maintenance, so it is unlikely that the survey will do anything but confirm the obvious; (2) Since the scope of the survey is limited to assessing the physical condition of facilities, it leaves the equally important "fitness for purpose" evaluation undone and without the latter perspective, the Master Planning

process remains stymied, meaning the survey will contribute very little; (3) The practical value of the survey must be questioned in light of the imminent improvements to the library, something being done before the survey results are likely to be delivered. While perhaps the library renovations cannot wait, a more logical sequence would be to do the survey first and then undertake appropriate corrective actions, which might more reasonably suggest replacement of the facility rather than a \$300,000 stopgap renovation; and (4) In spite of the well-known deficiencies in some buildings, notably the library and vehicle maintenance building, the Master Plan Task Force found no issues with the quality of fitness for purpose of any facilities that would significantly influence plans for the next ten years. Mr. Yehle said if that is the official view of the City, it seems that a more detailed documentation of current conditions in the proposed assessment is unlikely to stimulate a more visionary long-term course. He said his conclusion is that the survey has little value and the money would be better spent elsewhere.

Alida Drewes, 6112 Fordham Street, spoke regarding the seniors and said they may lose their homes. She said no one taxpaying senior has a home valued over \$1,000,000 and said most seniors are on fixed incomes. Ms. Drewes told Council it doesn't follow through with the vote to obtain parkland, it refuses her services, and now the seniors can't get their exemptions, which she wonders is it because of her. She said the City has the money to give the seniors an exemption, but doesn't think seniors are supported in this community.

2. Municipal Facilities Building Assessment

Matters related to the Municipal Facilities Building Assessment. *Recommended Action: Discuss and take any desired action, to include providing additional direction in the manner the City will proceed in this matter.*

Public Works Director Beach presented this item and said staff solicited Request for Qualifications for the Facilities Assessment and selected Huitt Zollars due to their proposal and work experience with municipal assessments. He said the cost for base services is \$63,700, which will consist of a Facility Condition Assessment (Phase I), preliminary needs assessment and planning (Phase II), and an Asset Management Plan (Phase 3), which in total will take approximately 90 to 120 days to complete.

Mr. Beach said staff is seeking direction from Council so, therefore, does not have a recommendation.

In response to Mayor Pro Tem Kelly's question as to what having the assessment will do for the City, Mr. Beach responded that it will put a professional stamp on what staff already knows.

In response to Mayor Pro Tem Kelly's question as to whether the City has an existing maintenance plan for its facilities, Mr. Beach replied yes.

Mr. Beach confirmed that the proposed assessment of the facilities would cover the Community Building/Senior Center, Library, Fleet Maintenance Building, Operations Building, Public Works Administration Building, Scout House, Wastewater Treatment Plant Office Building, and the Fire Station Apparatus Bay.

Councilmember Ballanfant said it's his understanding that staff has been putting money aside to address long-range maintenance issues. Mr. Beach replied that's correct, but only for major capital equipment.

In regards to the library, Councilmember Ballanfant asked what the current issues are at that facility. City Manager Peifer replied there are life safety issues, such as fire access, fire alarm, fire sprinkler systems, etc., all of which are being addressed.

Mr. Beach said a design contract has been let for the Library and staff will be meeting with Harris County Library representatives to discuss related events pertaining to the schedule of the project.

In regards to the assessment, Mayor Sample said the Task Force seemed to think that this was something great for them, because the members kept waiting for the assessment before making any changes to the current Municipal Facilities Plan. Mr. Beach said there was some confusion between some of the Task Force members as to what the building assessment was going to accomplish. He said things have now been clarified because he told them the same thing he has told Council, which is that the assessment will tell them what staff already knows about the condition of the facilities.

Councilmember Turner said other than putting a professional stamp on what is already known, the \$64,000 is adding value in what way. Mr. Beach said the City will get more detail, but doesn't see that the City will be getting the value of the cost.

Mayor Pro Tem Kelly said members of the Task Force looked at facilities to see what the City has, where they are located, and their functionality and then gave Council an opinion, which was that the members didn't see anything significant that required anything to be done. He said it seems as though staff is in agreement from a maintenance standpoint. Mr. Beach agreed.

Mayor Pro Tem Kelly said it's his understanding the Task Force is now developing the process for getting community input to develop proposed changes to the Master Plan.

Mr. Beach said the Task Force will be taking their recommendations and direction from Council from the time it was discussed and incorporate those recommendations into the existing Facilities Master Plan. He said the architects have met with the Task Force to get its feedback and they will now go through the process of updating the Plan and the new proposed Plan will be brought before Council.

Eddie Matthews, resident at 5906 Fordham and member of the Task Force, spoke to say from his recollection of the meetings he attended with the Task Force and Council, the whole idea of a building assessment was brought up during the Council Workshop of January 4, 2016 and was driven by Councilmember Ballanfant. He said it was at that time City staff was asked to solicit RFQs for the assessment and later in the same day, the scope and membership of the Task Force were determined. Mr. Matthews said the Task Force worked through things and didn't depend on a building assessment. He said the Task Force did regularly inquire from Dave Beach as to the stages of the RFQ and when it would be available, but at the end of the day the Task Force came up with its own recommendations and conclusions, which it presented to Council.

Mr. Matthews said if Council decides to move forward with a building assessment and a major issue is identified, he would be prepared to rethink some of the Task Force's recommendations. He said this is his personal view and not that of the Task Force.

Mayor Sample said she believes that with the Task Force's recommendations that have been submitted, the Task Force is done unless Council comes back with another charge.

Mayor Pro Tem Kelly said he thought there was another phase, which was for the Task Force to recommend a process as the Parks Master Plan Task Force did for the Parks Master Plan.

Mr. Matthews agreed. He said the Task Force is waiting for an amended redline version of the current Master Plan.

Mayor Pro Tem Kelly said when the Task Force has the redline version ready, Council will have another workshop with the Task Force to see where it is headed in the future.

Councilmember Turner asked staff to provide Council the most recent report from Sugarland or another City, in addition to the redlined version of the Master Plan.

3. Automated Meter Reading

Matters related to the close-out for the Automated Meter Reading Project. *Recommended Action: Approve close-out of the project.*

Public Works Director Beach presented and said that in 2014, Council approved the Automated Meter Reading project, which basically changed out all the meters throughout the City with automated readers over a wireless/radio network.

Mr. Beach said the total project budget is \$1,980,000 and the City is approximately \$3,000 shy of the budgeted amount. He said there was one Change Order in the amount \$76,000 for an additional 127 meters and to lift meters that were too deep in the ground.

Mr. Beach said staff recommends that the City Council accept the project as complete and approve the final payment in the amount of \$87,727.07, which includes Change Order No. 1, to Aqua-Metrics, Inc.

Mayor Pro Tem Kelly made the motion as recommended. Councilmember Turner seconded the motion. **MOTION PASSED.**

Ayes: Sample, Ballanfant, Kelly, Turner
Noes: None
Absent: Reilly

4. 2015 Budget Amendment

Matters related to an ordinance amending the 2015 Budget. *Recommended Action: Approve ordinance amending the 2015 Budget.*

Finance Director Daugherty presented and said this is the annual amendment to the previous year's budget and is a housekeeping thing to make sure the City has all of its budgets in the correct department. .

Councilmember Turner moved to adopt an ordinance approving and adopting an amendment to the 2015 Budget as enumerated by the Finance Director. Councilmember Ballanfant seconded the motion. **MOTON PASSED.**

Ayes: Sample, Ballanfant, Kelly, Turner
Noes: None
Absent: Reilly

5. Annual Financial Report (CAFR)

Matters related to acceptance of the Annual Financial Report. *Recommended Action: Accept the Annual Financial Report.*

Finance Director Daugherty introduced Robert Belt with Belt, Harris and Pechacek LLP who presented and reviewed with Council some of the highlights of the City's Comprehensive Annual Financial Report for year ending December 31, 2015.

Mr. Pechacek said the City has a six-month reserve and is in excellent financial condition from a fund balance position.

After the presentation and a brief question and answer period, Councilmember Turner moved to accept the Annual Financial Report as presented. Councilmember Ballanfant seconded the motion.
MOTION PASSED.

Ayes: Sample, Ballanfant, Kelly, Turner
Noes: None
Absent: Reilly

6. Investment Policy

Matters related to a resolution adopting the West University Place Investment Policy. *Recommended Action: Approve the resolution adopting the West University Place Investment Policy.*

Finance Director Daugherty presented and said this is the annual review of the City's Investment Policy per a requirement of Texas Government Code, Section 2256. She said a representative from Public Trust Advisors reviewed the City's policy in November and based on that review, staff made a few changes. She reviewed those changes with Council.

Ms. Daugherty pointed out that one of the changes considered was due to a question Councilmember Reilly asked last year about the No Load Money Market Mutual Funds that are registered with the Securities and Exchange Commission. She said based on staff's consultation with Public Trust Advisors, it was recommended not to make any changes to that section. She said even though the City doesn't currently invest in those types of funds, staff wants to have the option.

After discussing other minor changes, Councilmember Turner moved to approve the resolution adopting the City's Investment Policy as presented. Councilmember Ballanfant seconded the motion.

Ayes: Sample, Ballanfant, Kelly, Turner
Noes: None
Absent: Reilly

7. Mutual Aid Agreement

Matters related to authorizing a Mutual Aid Agreement between the government entities within the Gulf Coast State Planning Region and the City of West University Place. *Recommended Action: Authorize Mutual Aid Agreement between the government entities within the Gulf Coast State Planning Region and the City of West University Place.*

Fire Chief Aaron Taylor presented and said this agreement provides mutual aid protection between all signing parties within the 13-county H-GAC region and also sets forth some procedures that will

ensure that FEMA will honor reimbursement requests following a disaster. He said this agreement offers the City more financial protection than the previous 1980 agreement.

Mayor Pro Tem Kelly moved to authorize the Mutual Aid Agreement between the government entities with the Gulf coast State Planning Region and the City of West University Place. Councilmember Ballanfant seconded the motion. **MOTION PASSED.**

Ayes: Sample, Ballanfant, Kelly, Turner
Noes: None
Absent: Reilly

8. Future Agenda Items

Matters related to future agenda items. *Recommended Action: Discuss and take any desired action.*

There was no discussion of this item.

9. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes

Approve City Council Minutes of the June 13, 2016 Council meetings. *Recommended Action: Approve Minutes.*

Mayor Pro Tem Kelly moved to approve Consent Agenda as presented. Councilmember Ballanfant seconded the motion. **MOTION PASSED.**

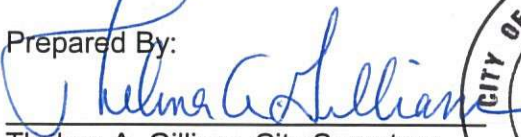
Ayes: Sample, Ballanfant, Kelly, Turner
Noes: None
Absent: Reilly

7. Adjourn

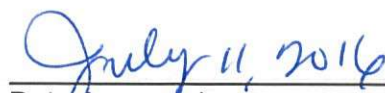
With no further discussion, Councilmember Turner moved to adjourn the meeting at 8:00 p.m. Councilmember Ballanfant seconded the motion. **MOTION PASSED.**

Ayes: Sample, Ballanfant, Kelly, Turner
Noes: None
Absent: Reilly

Prepared By:


Thelma A. Gilliam, City Secretary




Date Approved